

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-0010
www.state.va.us/dpor



Cemetery Board

SALES PERSONNEL REGISTRATION FORM

Fee \$20.00 per cemetery affiliation

A check or money order payable to the TREASURER OF VIRGINIA, or
a completed credit card insert must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

1. Applicant's Name _____
First Middle Last Generation (SR, JR, III)
2. Social Security Number Σ - -
3. Street Address (PO Box not accepted) _____
City, State, Zip Code _____
4. Mailing Address _____
City, State, Zip Code _____
5. E-mail Address _____
6. Telephone & Facsimile Numbers () - () -
Telephone Facsimile
7. Cemetery Company Name _____
8. VA Cemetery Company License Number _____
9. Cemetery Name _____
10. Street Address (PO Box not accepted) _____
City, State, Zip Code _____
11. Telephone & Facsimile Numbers () - () -
Telephone Facsimile
12. Compliance Agent _____
First Middle Last Generation

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				4903	

13. Compliance Agent's Statement

I, _____ authorize _____ to apply for a
Name of Compliance Agent Applicant's Name
registration as sales personnel for the cemetery company listed in #7 and the cemetery listed in #9.

Compliance Agent's Signature

14. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

15. A. Have you ever been convicted in any jurisdiction of **any felony or any crime of moral turpitude**, there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction for purposes of this application.*

No ☐ Yes ☐ If yes, list the information requested in #15.C.

B. Have you ever been convicted in any jurisdiction of **any misdemeanor within five years of the date this application is submitted?** *Any plea of nolo contendere shall be considered a conviction for purposes of this application.*

No ☐ Yes ☐ If yes, list the information requested in #15.C.

C. If you answered "yes" to either question #15.A. or #15.B., list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

16. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to cemetery company licensure under the provisions of Title 54.1, Chapter 23.1 of the *Code of Virginia* and the *Virginia Cemetery Board Regulations*.

Sales Personnel's Signature

Date

Σ State law requires every applicant for a license, certificate, registration, or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FASCIMILE TRANSMISSIONS
AND COPIES WILL NOT BE ACCEPTED.**